

**Administrator
User's Manual for**
*The Fountas & Pinnell
Benchmark Assessment Online
Data Management System*



Table of Contents

Overview	4
Access and System Requirements	5
System Requirements	5
Security	5
User's Manual	6
Product Tour	6
Getting Started	7
Registration	7
Logging In	10
Password Reminder	12
Managing Your Account	13
Update Account Information	13
Add Product Keycodes	14
Expired Product Keycodes	14
Manage Users	16
Overview	16
Search for Users	16
Delete Users	17
Exit the Manage Users screen	18
General Help	19
Logging Out	20
Terms of Use and Privacy Policy	21
School Data	22
Overview	22
Text Level Goals	22
Viewing School Summary Data	25
Sorting School Summary Data	27
Sort Order	27
Restore Default View	28
Display as # or % of students	29
Exporting School Summary Data	30
Print School Summary Data	32
Reports	34
Overview	34
Student Report – Assessment Levels	36
Table	36
Graph	36
Steps to view	37
Student Report – Comprehension	39
Table	39
Graph	39
Steps to view	40
Class Report – Assessment Levels	42
Log	42
Table	42
Graph	43
Steps to view	43
Class Report – Comprehension	45
Table	45
Graph	45
Steps to view	46

Class Report – Class Profile **48**
 Table 48
 Graph 48
 Steps to view 49
School Report..... **51**
 Table 51
 Graph 51
 Steps to view 52
Print Reports **54**

Overview

The Fountas & Pinnell Benchmark Online Data Management System allows you to view and analyze summary assessment data and view reports on student progress, as well as sort the data in multiple ways.

Text Level Goals

You can set *Text Level Goals* for any date range, allowing you to easily compare actual results with expected results when viewing school summary data. These goals define whether students are performing below, on, or above level.

Summary Data

You can view summary data by school year, grade, the date range of a specific assessment period, and Instructional or Independent reading level. Multiple sorting options are available to view the summary data by students' school, teacher, gender, race, language, or special needs status.

Reports

Reports from Assessment data can be generated with individual, class, or school data, and can be displayed as graphs or tables. These reports allow you to analyze assessment data, identify patterns, and track progress over time.

Manage Users

You can view teacher account information as well as manage a teacher's access to the application. District-Level Administrators can manage the accounts for School-Level Administrators as well as for Teachers.

Access and System Requirements

Access the Fountas & Pinnell Benchmark Assessment Online Data Management System at <https://fpdms.heinemann.com/benchmark>.

There are three levels of subscription: Teacher, School Administrator, and District Administrator.

Teacher: ISBN 978-0-325-02836-1

School Administrator: ISBN 978-0-325-02837-8

District Administrator: ISBN 978-0-325-02838-5

Each Teacher subscription costs \$100 per user, per year, and includes unlimited access for school and district administrators.

Customer Service

For more information, visit www.heinemann.com or call Customer Service at 800-225-5800.

System Requirements

Client Side Hardware Configuration:

Windows® based client configuration:

2GHz Processor

1GB Memory

Macintosh® client configuration:

1.83 GHz Processor

1 GB Memory

Common:

High-speed internet connection (Minimum 256kbit/s)

1024x768 minimum screen resolution

Adobe® Flash® Player 8

Client Side Software Configurations:

Windows XP, with Microsoft® Internet Explorer 6.0

Windows XP, with Microsoft Internet Explorer 7.0

Windows XP, with Firefox® 2.x

Windows Vista, with Microsoft Internet Explorer 7.0

Mac OS 10.4, running Safari® 2.0.1

Mac OS 10.4, running Safari 3.0

Mac OS 10.4, running Firefox 2.x

Security

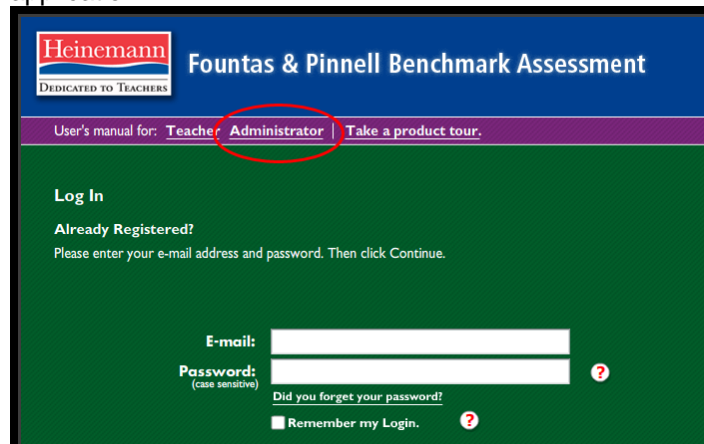
We use security systems designed to prevent unauthorized access to, or disclosure of, information you provide to us, and we take all reasonable steps to secure and safeguard this information. Our Site's password protected section requires users to give us unique identifiers, such as a username and password, to retrieve their own information. Moreover, all systems that store personally identifiable information are designed to be secure and isolated from direct connection to the Internet, and we provide access to our databases containing personally identifiable information on a need-to-know basis only. Houghton Mifflin Harcourt Publishing Company employees (and employees of our affiliates and Site Vendors) are required to acknowledge that they understand and will abide by our

policies with respect to the confidentiality of personally identifiable information.

Our security systems are therefore structured to deter and prevent hackers and others from accessing information that you provide to us. We also use software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Please understand, though, that this information should not be construed in any way as giving business, legal, or other advice, or warranting as fail-proof, the security of information provided by or submitted to Houghton Mifflin Harcourt Publishing Company. Due to the nature of Internet communications and evolving technologies, we cannot provide, and we expressly disclaim, assurance that the information you provide us will remain free from loss, misuse, or alteration by third parties who, despite our efforts, obtain unauthorized access.

User's Manual

Access the Administrator User's Manual through the Log In screen of the application:

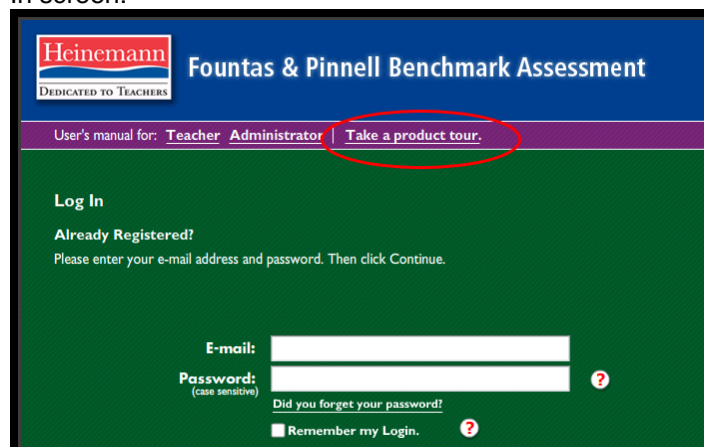


The screenshot shows the login interface for the Fountas & Pinnell Benchmark Assessment. At the top, the Heinemann logo and 'DEDICATED TO TEACHERS' tagline are on the left, and the title 'Fountas & Pinnell Benchmark Assessment' is on the right. Below this is a purple navigation bar with the text 'User's manual for: Teacher Administrator Take a product tour.' The 'Administrator' link is circled in red. The main green area contains the 'Log In' section with the heading 'Already Registered?' and the instruction 'Please enter your e-mail address and password. Then click Continue.' There are input fields for 'E-mail:' and 'Password: (case sensitive)', a 'Remember my Login.' checkbox, and a 'Did you forget your password?' link. Red question mark icons are present next to the password field and the 'Remember my Login.' checkbox.

Click on the “Administrator” hyperlink to launch the Administrator User's Manual PDF in a separate window. You can save the User's Manual to your hard drive from this window.

Product Tour

View a five-minute tour of the Fountas & Pinnell Benchmark Assessment Online Data Management System by clicking on the “Take a product tour” link on the Log In screen:



This screenshot is identical to the one above, showing the login interface. In this instance, the 'Take a product tour.' link in the purple navigation bar is circled in red.

The tour will launch in a separate browser window.

Getting Started

Registration

Heinemann
DEDICATED TO TEACHERS

Fountas & Pinnell Benchmark Assessment

User's manual for: [Teacher](#) | [Administrator](#) | [Take a product tour.](#)

Log In

Already Registered?
Please enter your e-mail address and password. Then click Continue.

E-mail:

Password: ?
(case sensitive)

[Did you forget your password?](#)

☒ Remember my Login. ?

CONTINUE

New user? [Register now](#)

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

To register as a new user, click on the **Register Now** link on the Login page. This will take you to the User Registration screen.

1.) Choose the **User Type** “School-Level Administrator” or “District-Level Administrator” from the following choices:

- Teacher
- School-Level Administrator
- District-Level Administrator

Note: User Types are associated with each Product Keycode, and you will only be granted a level of access that matches the Product Keycode. If you select a level of access beyond what your Keycode provides, you will receive an error message when you attempt to save the registration information.

2.) Enter your **first and last names**.

3.) Enter the **Product Keycode** provided. This keycode is valid for one school year.

4.) Enter and confirm a valid **e-mail** account.

5.) Enter and confirm a **password**. The password is case-sensitive and must be at least six alphanumeric characters long.

6.) Select the state for your school or district from the **State** dropdown list.

7.) Select the district for your school from the alphabetical **District** list. To narrow down the choices that appear, begin entering your district’s zip code into the **Zip Code** text field. Only the districts associated with a zip code that begins with the numbers you enter will appear in the list.

8.) Select your school from the **School** dropdown list if you are a School-Level Administrator. If you are a District-Level Administrator and have chosen District-

Level Administrator for your User Type, the School dropdown list will be grayed out and disabled because District-Level Administrators are not limited to a particular school.

Note: If your District or School does not appear in the available list, e-mail Customer Service by clicking on the link provided above the School dropdown list. You will be asked to provide the following information in order to add your district and/or school to the list:

District details:

State

District Name

District ID

District Zip Code

School details:

State

District Name

School Name

School ID

School Zip Code

9.) Read the **Terms of Use** document, available from the “Terms of Use” link on the Registration screen. If you have read and agree to them, click on the checkbox next to the statement “I have read and agree to the Terms of Use.” This will activate the **Save** button.

10.) Click the **Save** button to complete your registration. If any portion of the registration process is incomplete, a message will appear above the Registration area indicating any necessary corrections.

Click the **Cancel** button at any time to leave the User Registration screen without saving any of the data you entered. A warning message will appear, prompting you to confirm that you want to cancel the registration. Click the **OK** button. You will then be returned to the login screen.

Logging In

The screenshot shows the login interface for the Fountas & Pinnell Benchmark Assessment. At the top, there is a blue header with the Heinemann logo (a red square with 'Heinemann' in white) and the text 'Dedicated to Teachers'. To the right of the logo, the title 'Fountas & Pinnell Benchmark Assessment' is displayed in white. Below the header is a purple navigation bar with links: 'User's manual for: [Teacher](#) [Administrator](#) | [Take a product tour.](#)'. The main content area has a dark green background. It starts with the heading 'Log In' in white. Below this, it says 'Already Registered?' and 'Please enter your e-mail address and password. Then click Continue.' There are two text input fields: 'E-mail:' with the value 'p.wilson@srm.com' and 'Password:' with masked characters '*****'. To the right of the password field is a red question mark icon. Below the password field is a link 'Did you forget your password?' with a red question mark icon. Below that is a checkbox labeled 'Remember my Login.' with a red question mark icon. A yellow 'CONTINUE' button is positioned below the login fields. A dashed horizontal line separates the login section from the registration section. Below the line, it says 'New user? [Register now](#)'. At the bottom of the page, a dark grey footer contains the text 'Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)'.

To log in the Fountas & Pinnell Benchmark Assessment Online Data Management System:

- 1.) Enter your registered **e-mail** account in the E-mail text field on the Log In screen.
- 2.) Enter the **password** associated with your registered e-mail account in the Password text field.
- 3.) Click the **Continue** button.

Remember My Login

Heinemann
DEDICATED TO TEACHERS

Fountas & Pinnell Benchmark Assessment

User's manual for: [Teacher](#) [Administrator](#) | [Take a product tour.](#)

Log In

Already Registered?
Please enter your e-mail address and password. Then click Continue.

E-mail:

Password: ?
(case sensitive)

Did you forget your password? ?

☒ Remember my Login. ?

[CONTINUE](#)

New user? [Register now](#)

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

Once the “Remember my Login” check box is selected, the most recent e-mail address to log into the application from that computer will automatically appear in the E-mail text field, along with its associated password in the Password text field. You will no longer have to enter this information every time you launch the program.

To change this preference:

- 1.) Click on the check box next to Remember my Login to remove the checkmark.
- 2.) Log in to the application.
- 3.) The program will “forget” that e-mail and password, and the E-mail and Password fields will be empty when you logout.

You can change this preference at any time.

Password Reminder

Heinemann
DEDICATED TO TEACHERS

Fountas & Pinnell Benchmark Assessment

User's manual for: [Teacher](#) [Administrator](#) | [Take a product tour.](#)

Log In

Already Registered?
Please enter your e-mail address and password. Then click Continue.

E-mail:

Password: ?
(case sensitive)

[Did you forget your password?](#)

☒ Remember my Login. ?

CONTINUE

New user? [Register now](#)

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

If you forget your password, click on the **Did you forget your password?** link on the Log In screen. The Retrieve Password screen will load:

Heinemann
DEDICATED TO TEACHERS

Fountas & Pinnell Benchmark Assessment

Retrieve Password

To retrieve your password, please enter the E-mail address you used when you registered, then click Continue.

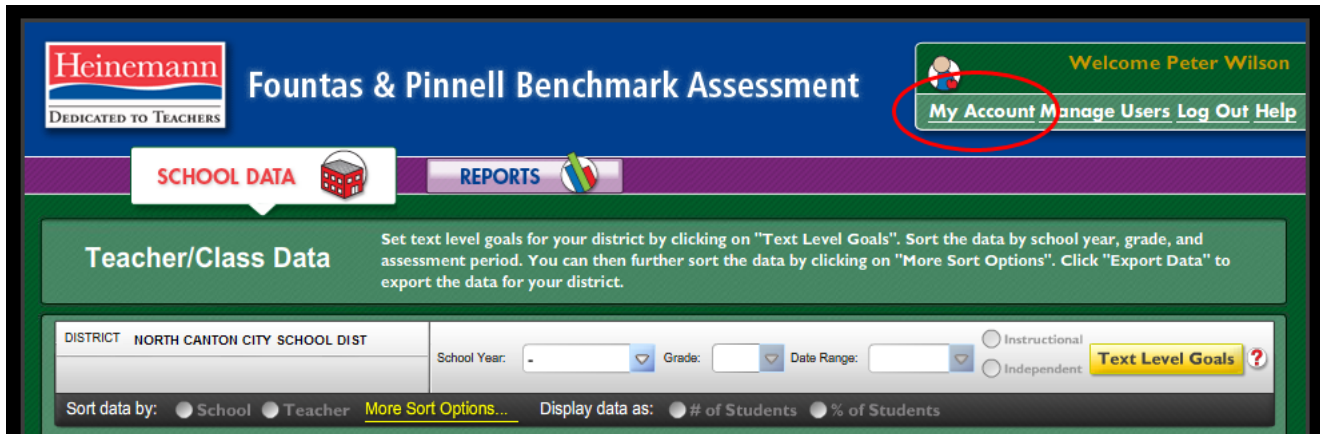
E-mail:

CONTINUE **CANCEL**

- 1.) Type your registered e-mail address into the **E-mail** text field.
- 2.) Click the **Continue** button.

Managing Your Account

Update Account Information



You can view and edit your account information on the My Account screen, accessible via the My Account link in the upper right on any screen while you are logged in.

The screenshot shows the 'My Account' page. At the top, there is a blue header with the Heinemann logo and a welcome message 'Welcome Peter Wilson'. Below the header is a navigation bar with links: 'My Account', 'Manage Users', 'Log Out', and 'Help'. The 'My Account' link is circled in red. Below the navigation bar is a purple bar with 'SCHOOL DATA' and 'REPORTS' tabs. The main content area is green and titled 'My Account'. It contains instructions on how to change your password. Below the instructions is a form with fields for: User Type (District-Level Administrator), Email (p.wilson@srm.com), First Name (Peter), Last Name (Wilson), State (OH), District (NORTH CANTON CITY SCHOOL DIST), School (Select a School...), Confirm Email (p.wilson@srm.com), Password, Confirm Password, Current Keycodes (da002 (06/01/2008 - 06/01/2009)), and New Keycode. There are 'Cancel' and 'Save' buttons at the bottom right. At the bottom of the page, there is a copyright notice: 'Copyright© 2009 Heinemann. All rights reserved. | Terms of Use | Privacy Policy'.

The account's User Type and current keycodes will be visible, but they cannot be changed.

Editable information includes:

- First Name
- Last Name

School (*School-Level Administrator only*)
E-mail account
Password

You can also add a new Product Keycode on this screen, as described in the next section.

Click the **Save** button to save any changes that you make to the information in My Account

Click the **Cancel** button to leave My Account without saving any of the data you entered. A warning message will appear, prompting you to confirm that you want to cancel. Click the **OK** button. You will then be returned to the last screen you viewed.

Add Product Keycodes

You can add a new Product Keycode to your account to extend access to the product for another school year.

The screenshot shows the 'My Account' page of the Fountas & Pinnell Benchmark Assessment system. The page has a blue header with the Heinemann logo and the text 'Fountas & Pinnell Benchmark Assessment'. Below the header is a navigation bar with 'SCHOOL DATA' and 'REPORTS' tabs. The main content area is green and titled 'My Account'. It contains a form with the following fields: User Type (District-Level Administrator), First Name (Peter), Last Name (Wilson), State (OH), District (NORTH CANTON CITY SCHOOL DIST), School (Select a School...), Email (p.wilson@srm.com), Confirm Email (p.wilson@srm.com), Password, Confirm Password, and Current Keycodes (da002 (06/01/2008 - 06/01/2009)). At the bottom of the form is a 'New Keycode' field and an 'Add' button, which are circled in red. Below the form are 'Cancel' and 'Save' buttons. The footer contains copyright information: Copyright© 2009 Heinemann. All rights reserved. | Terms of Use | Privacy Policy.

Type in the new product keycode into the text field, then click the **Add** button. The new keycode will then appear in the “Current Keycodes” list.

Expired Product Keycodes

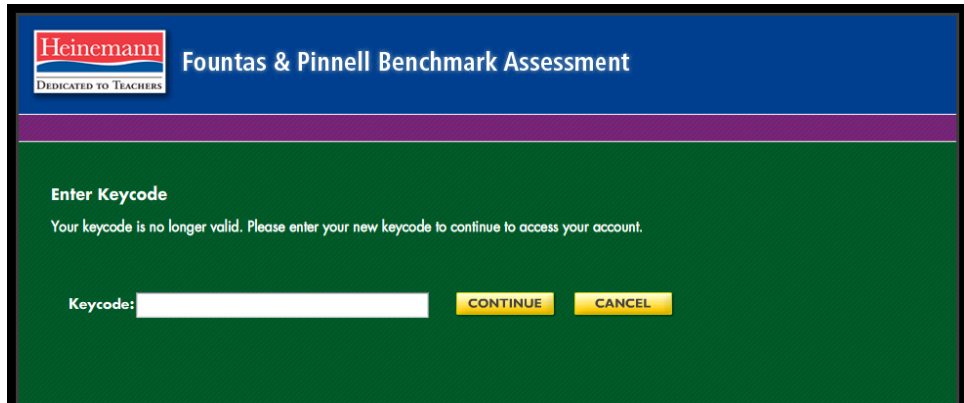
If your product keycode has expired, you will not be able to log in the system, and you will need to obtain a new product keycode.

Once you obtain a new product keycode, go to the Log In screen.

- 1.) Enter your **E-mail** address.
- 2.) Enter your **Password**.

3.) Click the **Continue** button.

A screen will load notifying you that your keycode is no longer valid. You can add a new product keycode to your account on this screen:

The screenshot shows a web interface for the Heinemann Fountas & Pinnell Benchmark Assessment. At the top, there is a blue header with the Heinemann logo (a red square with 'Heinemann' in white) and the text 'DEDICATED TO TEACHERS'. To the right of the logo, the text 'Fountas & Pinnell Benchmark Assessment' is displayed. Below the header is a purple horizontal bar. The main content area has a green background. It contains the heading 'Enter Keycode' in white. Below this heading is a message in white: 'Your keycode is no longer valid. Please enter your new keycode to continue to access your account.' At the bottom of the green area, there is a white text label 'Keycode:' followed by a white text input field. To the right of the input field are two yellow buttons with black text: 'CONTINUE' and 'CANCEL'.

4.) Enter the new **Keycode** in the text field.

5.) Click the **Continue** button.

If the new product keycode is valid, the keycode will be added to your account, and you will be logged in to the system.

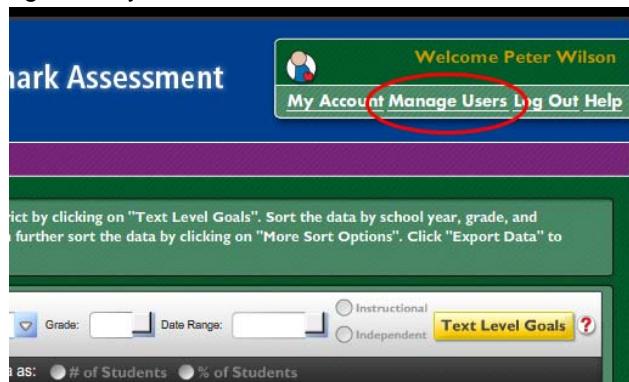
Manage Users

Overview

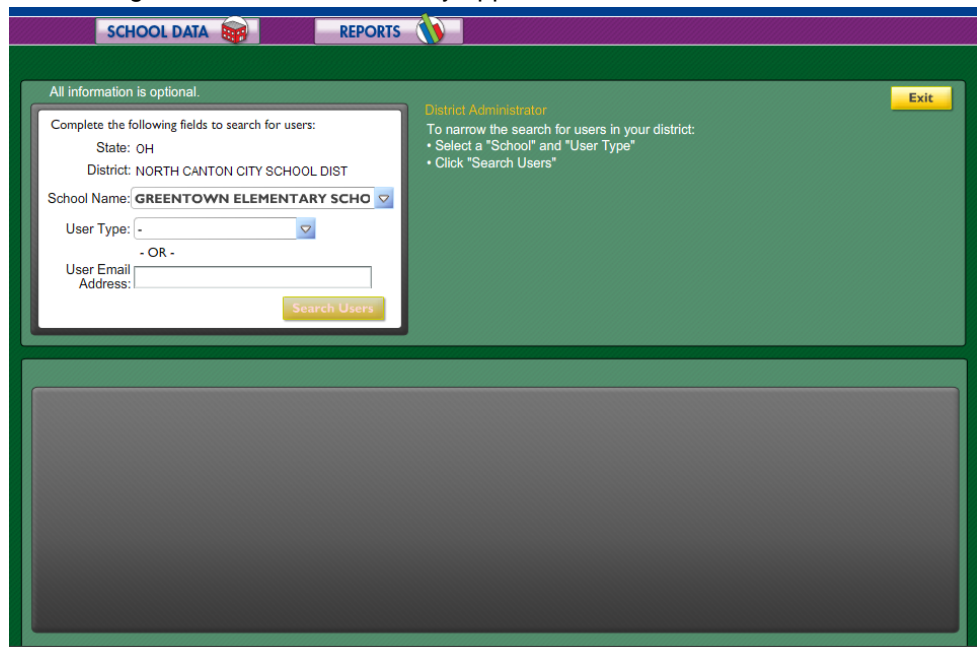
View account information for the teachers with active accounts in your school or district and manage their access to the application. District-Level Administrators can manage the accounts for School-Level Administrators as well as for Teachers.

Search for Users

Access the Manage Users screen through the **Manage Users** link in the upper right of any screen:



The Manage Users screen will initially appear blank:



2.) Select a school from the **School Name** dropdown list. (*District-Level Administrators only*)

3.) Select a user type from the **User Type** dropdown list, or type a registered e-mail address of an active user in the **User E-mail Address** text field.

Note: Only District-Level Administrators will have the option "School-Level Administrator" in the User Type dropdown list.

4.) Click the **Search Users** button.

You will be able to see a list of all active users based on search criteria and user type:

All information is optional.

Complete the following fields to search for users:

State: OH
District: NORTH CANTON CITY SCHOOL DIST
School Name: CLEARMOUNT ELEMENTARY SCHOOL
User Type: Teacher
- OR -
User Email Address:

Search Users

District Administrator
To narrow the search for users in your district:
• Select a "School" and "User Type"
• Click "Search Users"

Exit

	Last Name	First Name	School	User	Email
	Collin	Judy	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	td@srn.com
	Gonzalez	Pedro	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	td@srn.com
	Green	Martin	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	m.green@srn.com
	Yang	Clarissa	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	c.yang@srn.com
	Alvarez	Maria	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	m.alvarez@srn.com

School-Level Administrators: You will only be able to get search results on active accounts with user type Teacher. If you search on the registered e-mail account of another School-Level Administrator or a District-Level Administrator, you will get no search results.

District-Level Administrators: You will only be able to get search results on active accounts with user type Teacher or School-Level Administrator. If you search on the registered e-mail account of another District-Level Administrator, you will get no search results.

Delete Users

Deleting a user on the Manage Users screen removes them from the list of active users in the search results and disables that user account. That user will no longer be able to log in to the application, and no other users will be able to see that user in their search results. Only Customer Service can re-activate an account.

To delete a user:

1.) Perform a search for a list of users or for a specific user, following the steps in the "Search for Users" section above.

2.) Click the **Delete** button next to the user that you would like to delete:



A **Remove User** popup will appear, prompting you to confirm that you want to delete this user:



2.) Click the **Delete** button to remove this user from the search results list and disable that account. The Remove User popup will close, and the user's row of information will immediately disappear from view.

Click the **Cancel** button if you would not like to delete the user. This will close the Remove User popup without making any changes. The user's information will still be visible in search results to you and other users whose account type gives them access to search.

Note:

Deleted teacher accounts will still appear in the Reports dropdown list, and deleted accounts' summary data will remain intact. You will still be able to view the student assessment data from that account.

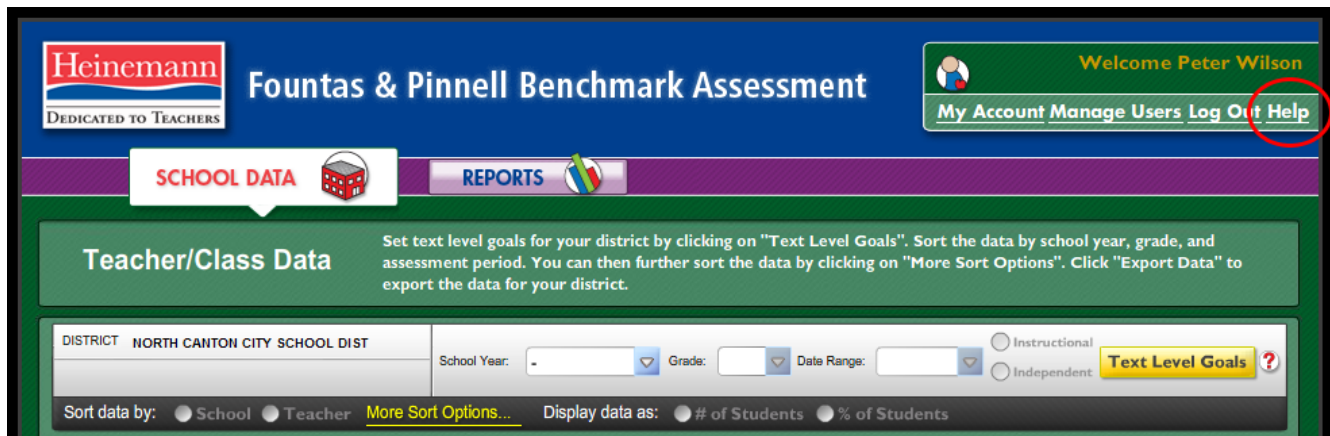
Exit the Manage Users screen

Exit the Manage Users screen at any time by clicking the **Exit** button in the upper right of the Manage Users area:

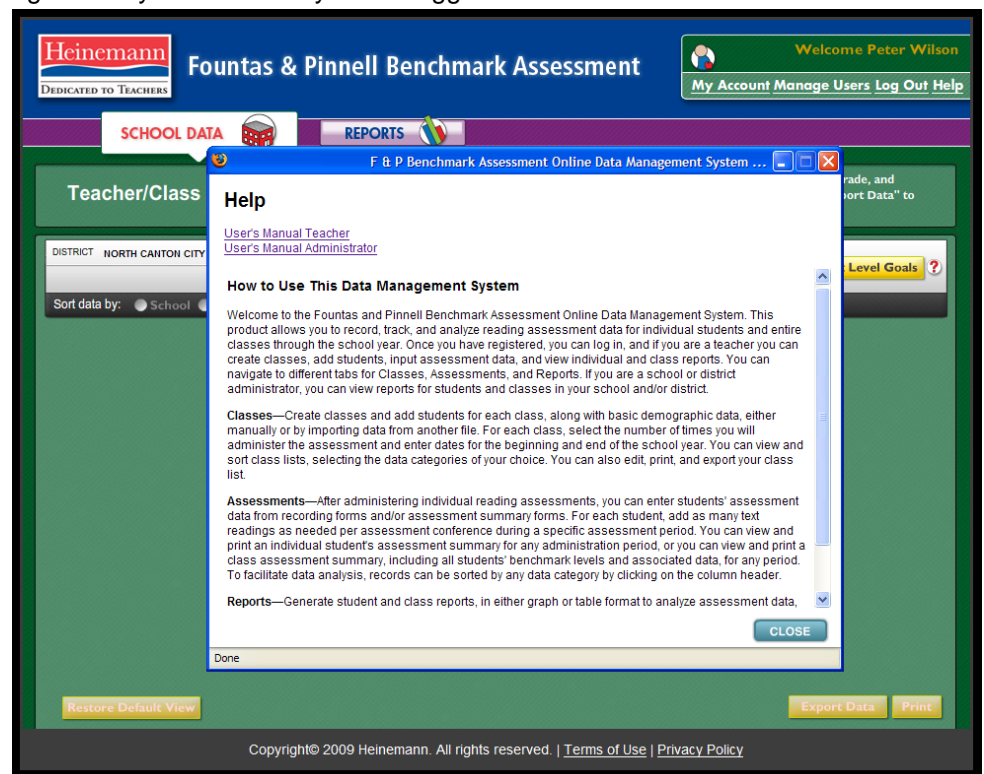
Last Name	First Name	School	User	Email
Collin	Judy	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	tb@srm.com
Gonzalez	Pedro	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	ts@srm.com
Green	Martin	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	m.green@srm.com
Yang	Clarissa	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	c.yang@srm.com
Alvarez	Maria	CLEARMOUNT ELEMENTARY SCHOOL	Teacher	m.alvarez@srm.com

This will return you to the screen you were viewing when you clicked the Manage Users link.

General Help



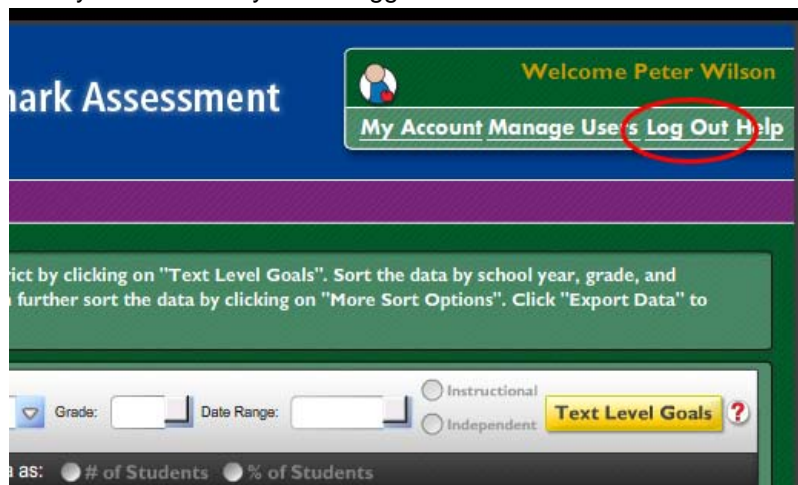
Access general help at any time through the **Help** link, which appears in the upper right on any screen while you are logged in.



This popup includes a link to the Administrator User's Manual. Click the **Close** button to close the window.

Logging Out


Log out of the application at any time by clicking the **Log Out** link in the upper right on any screen while you are logged in\:



You will be immediately logged out of the application.

Terms of Use and Privacy Policy

You can access the **Terms of Use** and the **Privacy Policy** through the links at the bottom of any screen:

**Fountas & Pinnell Benchmark Assessment**

Welcome **Edward Sullivan**
[My Account](#) [Log Out](#) [Help](#)

CLASSES

ASSESSMENTS

REPORTS

Class List

Select an existing class from the drop-down menu or click on "Add Class" to create a new class. Use this screen to add or edit students or make changes to a class. Sort the columns by clicking on the headings or click on "Customize Columns" to change columns.

District: NORTH CANTON CITY SCHOOL DISTSchool: GREENTOWN ELEMENTARY SCHOOLSchool Year: 2008 - 2009

Class:

Select a class...

Edit Class

Add Class

Import Students

Add Student

Last Name	Student ID	Gender	Free and Reduced Lunch	Special Education Services	Benchmark Independent Level (current)	Benchmark Instructional Level (current)	Recommended Placement Level (current)

Customize Columns

Export Class

Print Class

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

School Data

Overview

You can view summary data by school year, grade, the date range of a specific assessment period, and Instructional or Independent reading level. Multiple sorting options are available to view the summary data by students' school, teacher, gender, race, language, or special needs status.

Text Level Goals

Use Text Level Goals to establish Below Level, On Level, and Above Level criteria for the students in your school or district. All summary data that you view in School Data will be organized based on the Text Level Goals that you enter. You can change these goals during the year and from year-to-year as needed. You do not need to enter both Instructional and Independent level goals.

Note: Summary data in the School Data screen is only accessible after you enter text level goals for specific assessment periods.

When you login to your account for the first time, the Text Level Goals popup will automatically appear over the School Data screen:

The screenshot shows a web application interface. In the background, the 'School Data' screen is visible with a sidebar containing 'Teacher(s)', 'DISTRICT NORTH CA', and 'Sort data by:'. The main content area shows a table with columns: 'Start Date*', 'End Date', 'Independent Level', and 'Instructional Level*'. Overlaid on this is a 'Text Level Goals' popup window. The popup has a title bar with a close button. Inside, it contains instructions: 'First select a school year and a grade level. Then enter the text level goals for the beginning, middle, and end of the year. Click on the plus sign to add more dates and goals. You do not need to enter both instructional and independent level goals.' Below the instructions is a 'School Year' section with a dropdown menu and a plus sign. Underneath is a 'Text Level Goals' section with a 'Grade' dropdown menu and a plus sign. At the bottom of the popup are three buttons: 'Cancel', 'Save', and 'Save & Close'. The background screen also has a 'Restore Default View' button at the bottom left and 'Export Data' and 'Print' buttons at the bottom right. A copyright notice at the very bottom reads: 'Copyright © 2009 Heinemann. All rights reserved. | Terms of Use | Privacy Policy'.

1.) Choose the school year for which you are entering text level goals from the **School Year** dropdown list.

2.) Choose the grade level for which you are entering text level goals from the **Grade** dropdown list.

The program displays three empty rows of Text Level Goals for your convenience. You do not have to fill in all (or any) of them. You can add additional rows by clicking the plus (+) symbol to the left of the Text Level Goals chart. This will add an empty row below the existing rows.

School Year
Edit data for an existing school year.
School Year: 2009 - 2010

Text Level Goals ?
Grade: 2

Start Date*	End Date	Independent Level	Instructional Level*
<input type="text"/>	<input type="text"/>	- to -	- to -
<input type="text"/>	<input type="text"/>	- to -	- to -
<input type="text"/>	<input type="text"/>	- to -	- to -

In these rows, you can enter the text level goals for the beginning, middle, and end of the year.

Click on the **Help (?)** icon above the Grade dropdown list if you need help determining text level goals. In the Help popup, click on the link "Approximate Start Level Based on Grade-Level Performance". This will open a new window with suggested instructional text level goals for grade levels K-12.

HELP

What are Text Level Goals?

Use "Text Level Goals" to establish "Below/On/Above Level" criteria for the students in your school/district. You can change these goals during the year and from year-to-year as needed.

How do I determine text level goals?

Please refer to the following chart for help in determining text level goals.
[Approximate Start Level Based on Grade-Level Performance.](#)

CLOSE

Done

3.) Enter a **Start Date** and **End Date** for each assessment period that your school/district has established. (For example, if your district conducts assessments 3 times per year, your first assessment period might be September 1 to November 30; your second assessment period might be December 1 to March 31, etc.) Click on the calendar icon, then click on a date from the calendar popup:

Text Level Goals ?

Grade: 2

Start Date* End Date

June 2009

S M T W T F S

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

On the calendar popup, the arrows in the top corners will navigate forward or backward one **month** at a time.

4.) Click on the **Independent** and/or **Instructional Level** dropdown lists to select text level goals for that assessment period.

School Year

Edit data for an existing school year.

School Year: 2008 - 2009

Text Level Goals ?

Grade: 3

Start Date* End Date Independent Level Instructional Level*

1 Jun 2009	30 Jun 2009	M to O	N to P
1 Feb 2009	31 Mar 2009	K to M	L to N
20 Aug 2008	30 Sep 2008	I to K	J to L

5.) Click the **Save** button to save the text level goals for this School Year/Grade combination. The text level goals will be saved, and the Text Level Goals popup will remain open for you to add text level goals to another School Year/Grade combination.

Click the **Save & Close** button to save the text level goals for this School Year/Grade combination and close the Text Level Goals popup. You will then be on the School Data screen.

Click the **Cancel** button to leave the Text Level Goals popup without saving any of the data you entered since the last time you saved.

4.) To access the Text Level Goals popup again to view, add, or edit text level goals, click on the **Text Level Goals** button on the upper right side of the School Data screen, as shown below:

ment

Welcome Peter Wilson

My Account Manage Users Log Out Help

Text Level Goals". Sort the data by school year, grade, and by clicking on "More Sort Options". Click "Export Data" to

Date Range: Instructional Independent

Text Level Goals ?

ts % of Students

Viewing School Summary Data

Heinemann Fountas & Pinnell Benchmark Assessment

Welcome Peter Wilson
My Account Manage Users Log Out Help

SCHOOL DATA **REPORTS**

Teacher/Class Data Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST

School Year: 2008 - 2009 Grade: 3 Date Range: 8/20-9/30

Sort data by: ☐ School ☐ Teacher [More Sort Options...](#) Display data as: ☐ # of Students ☐ % of Students

Sullivan, Edward

Female

Race	Below	On Level	Above
Black	0	0	1
Multiracial	0	1	0
White	2	4	1

Male

Race	Below	On Level	Above
Asian/Pacific	0	1	0
Black	1	0	1
Hispanic	0	1	0
Multiracial	1	0	0

Gonzalez, Pedro

Female

Race	Below	On Level	Above
Asian/Pacific	0	1	0
Black	0	0	1
Hispanic	0	1	0
White	1	2	2

Male

Race	Below	On Level	Above
Black	0	0	1
Hispanic	1	0	0
Multiracial	1	0	1

Green, Martin

Female

Race	Below	On Level	Above
Black	0	1	0
White	1	3	2

Male

Race	Below	On Level	Above
Black	1	0	0
Hispanic	0	0	1
Multiracial	0	0	1
White	1	1	2

[Restore Default View](#) [Export Data](#) [Print](#)

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

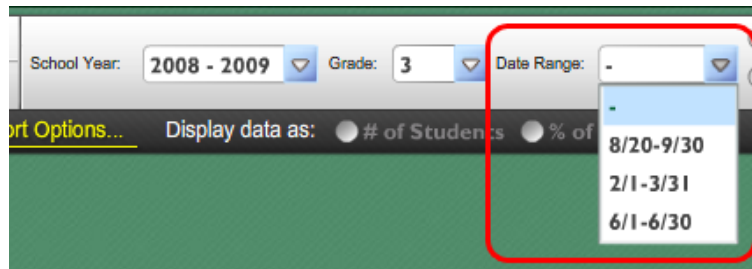
View school/district instructional or independent summary data by assessment period for a particular school year/grade combination.

To view summary data, you must first narrow the data down to a particular School Year, Grade, and Date Range.

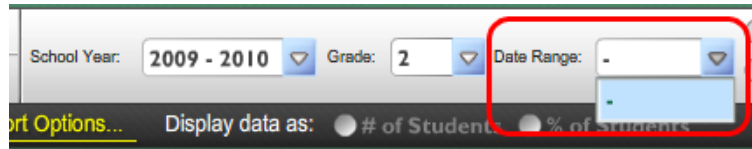
Note: The Grade dropdown list will not be active until a School Year is selected, and the Date Range dropdown list will not be active until a Grade is selected.

- 1.) Select a school year from the **School Year** dropdown list. This will activate the Grade dropdown list.
- 2.) Select a grade from the **Grade** dropdown list. This will activate the Date Range dropdown list.
- 3.) Select a date range from the **Date Range** dropdown list, if available. This will activate the Instructional and Independent radio buttons.

Data in the date range dropdown list is taken directly from the Start and End Dates saved in the Text Level Goals popup. This data will only be available if you have saved text level goals for that particular School Year/Grade combination, as shown below:



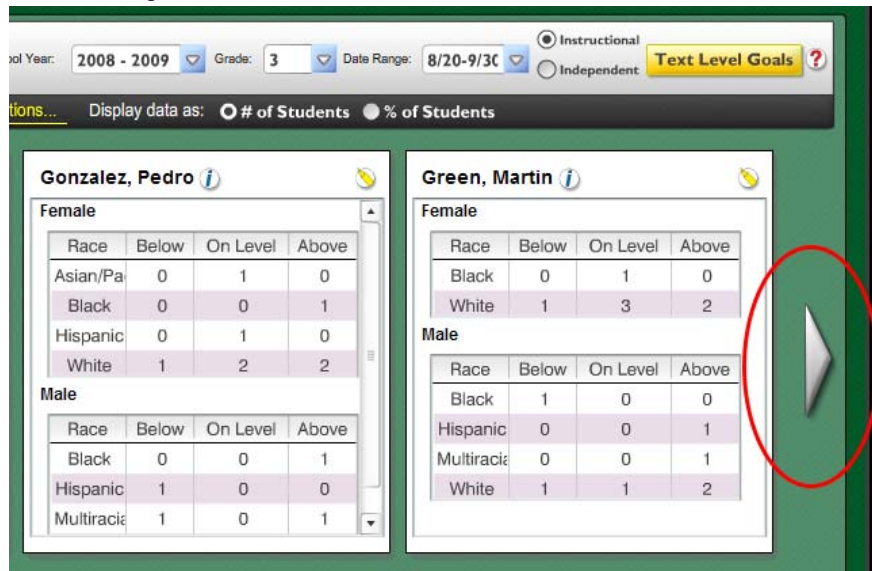
If no text level goals have been saved for that School Year/Grade combination, no options will be available in the Date Range dropdown list, as shown below:



If no Date Range options are available, you will need to return to the Text Level Goals popup and save text level goals with start and end dates.

4.) Select the **Instructional** or **Independent** radio button to show data for that particular benchmark level. The **Instructional** radio button is selected by default.

If all of the results do not fit on the screen, you will be able to **scroll** through the results using the **arrows** at either side of the data area, as shown below:



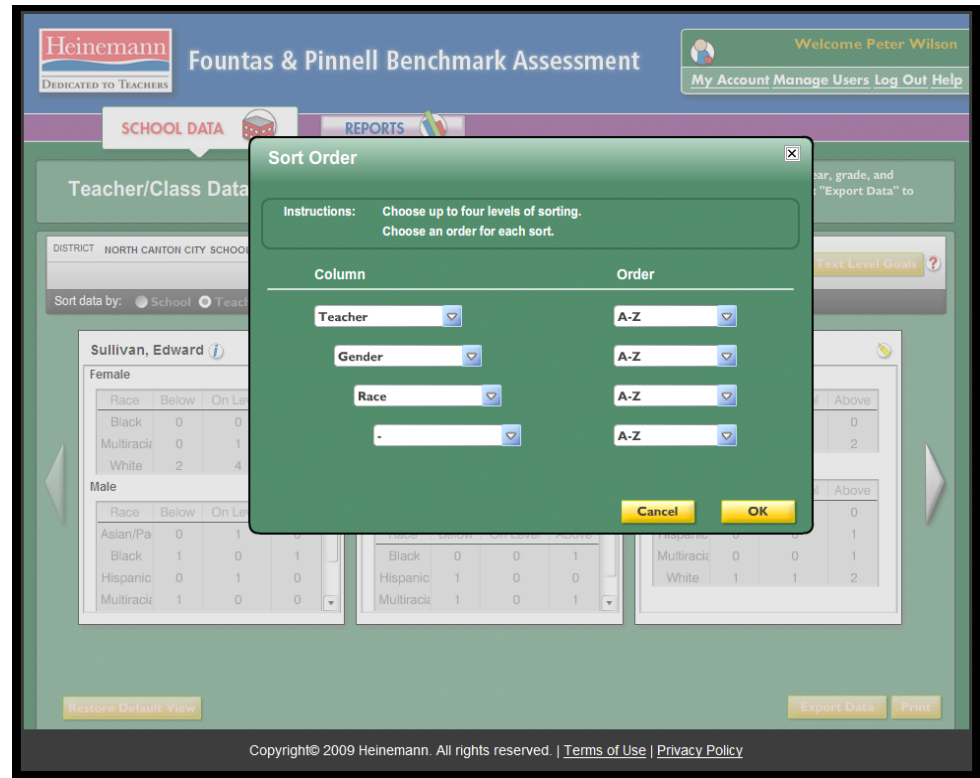
Click on the right arrow (shown above) to navigate to the next page of results. Continue clicking on the right arrow to navigate through all available results. Click on the left arrow to navigate back in the other direction.

Sorting School Summary Data

Sort the summary data by students' school, teacher, gender, race, language, or special needs status using the sort options.

Sort Order

In the Sort Order popup, you can choose up to four levels of sorting, as shown below:



1.) Click on the yellow “Sort Options...” link (*School-Level Administrator*) or the yellow “More Sort Options” link (*District-Level Administrator*) to open the Sort Order popup.

2.) Choose the order in which you would like to sort the data, using the following available options:

School (*District-Level Administrator only*)

Teacher

Gender

Race (Race/Ethnicity)

ELL (English Language Learner)

SPED (Special Education Services)

Free/Reduced Lunch

Language (Primary Language)

Add Reading (Additional Reading Services)

3.) Click the **OK** button in the popup to sort the data in the chosen order.

Click the **Cancel** button in the Sort Order popup if you do not want to change how the data is already sorted. This will return you to the School Data screen with no change to the sort order.

Restore Default View

After performing a sort in the Sort Order popup, you can return to the default sort order. Click the **Restore Default View** button in the lower left corner of the School Data screen:

SCHOOL DATA **REPORTS**

Teacher/Class Data Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST School Year: 2008 - 2009 Grade: 3 Date Range: 8/20-9/30 ☒ Instructional ☐ Independent **Text Level Goals ?**

Sort data by: ☒ School ☐ Teacher **More Sort Options...** Display data as: ☐ # of Students ☒ % of Students

Sullivan, Edward **Gonzalez, Pedro** **Green, Martin**

Female

Race	Below	On Level	Above
Black	0	0	1
Multiracial	0	1	0
White	2	4	1

Male

Race	Below	On Level	Above
Asian/Pacific Islander	0	1	0
Black	1	0	1
Hispanic	0	1	0
Multiracial	1	0	0

Female

Race	Below	On Level	Above
Asian/Pacific Islander	0	1	0
Black	0	0	1
Hispanic	0	1	0
White	1	2	2

Male

Race	Below	On Level	Above
Black	1	0	0
Hispanic	0	0	1
Multiracial	0	0	1
White	1	1	2

Restore Default View **Export Data** **Print**

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

In the example above, a District-Level Administrator has sorted the summary data by Teacher, then by Gender, then by Race.

If the administrator clicks the **Restore Default View** button, the summary data will return to its default sort order.

SCHOOL DATA **REPORTS**

Teacher/Class Data Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST School Year: 2008 - 2009 Grade: 3 Date Range: 8/20-9/30 ☒ Instructional ☐ Independent **Text Level Goals ?**

Sort data by: ☒ School ☐ Teacher **More Sort Options...** Display data as: ☐ # of Students ☒ % of Students

CLEARMOUNT **GREENTOWN ELEMENTARY**

Below	On Level	Above
19	24	23

Below	On Level	Above
5	9	4

For District-Level Administrators, data is sorted by School by default.
For School-Level Administrators, data is sorted by Teacher by default.

Display as # or % of students

You can display the sorted data as:

Number of students (# of Students)

Percentage of students (% of Students)

For all Administrator users, data is sorted by number of students by default.

Click the radio button next to either option to select how you would like to view the data.

For example, in the screenshot below, a District-Level Administrator has chosen to view the data based on **# of Students** and can see that 24 grade 3 students in the Clearmount School are performing On Level during the first assessment period of the year:

The screenshot shows the 'Teacher/Class Data' section of the School Data interface. The district is 'NORTH CANTON CITY SCHOOL DIST'. The school year is '2008 - 2009', the grade is '3', and the date range is '8/20-9/30'. The 'Sort data by' is set to 'Teacher'. The 'Display data as' radio button for '# of Students' is selected. The data is displayed for two schools: Clearmount and Greentown Elementary. The data for Clearmount is as follows:

Below	On Level	Above
19	24	23

The data for Greentown Elementary is as follows:

Below	On Level	Above
5	9	4

If the **% of Students** radio button is selected, the administrator will see that 36% of the grade 3 students in the Clearmount School are performing On Level during the first assessment period of the year:

The screenshot shows the 'Teacher/Class Data' section of the School Data interface. The district is 'NORTH CANTON CITY SCHOOL DIST'. The school year is '2008 - 2009', the grade is '3', and the date range is '8/20-9/30'. The 'Sort data by' is set to 'Teacher'. The 'Display data as' radio button for '% of Students' is selected. The data is displayed for two schools: Clearmount and Greentown Elementary. The data for Clearmount is as follows:

Below	On Level	Above
29%	36%	35%

The data for Greentown Elementary is as follows:

Below	On Level	Above
28%	50%	22%

Exporting School Summary Data

You can export class data from the class list by clicking on the **Export Data** button:

SCHOOL DATA **REPORTS**

Teacher/Class Data Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST School Year: 2008 - 2009 Grade: 3 Date Range: 8/20-9/30

Sort data by: ☒ School ☐ Teacher [More Sort Options...](#) Display data as: ☐ # of Students ☒ % of Students

Sullivan, Edward **Gonzalez, Pedro** **Green, Martin**

Female

Race	Below	On Level	Above
Black	0	0	1
Multiracial	0	1	0
White	2	4	1

Male

Race	Below	On Level	Above
Asian/Pacific Islander	0	1	0
Black	1	0	1
Hispanic	0	1	0
Multiracial	1	0	0

Female

Race	Below	On Level	Above
Black	0	1	0
White	1	3	2

Male

Race	Below	On Level	Above
Black	1	0	0
Hispanic	0	0	1
Multiracial	0	0	1
White	1	1	2

[Restore Default View](#) [Export Data](#) [Print](#)

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

- 1.) Click on the **Export Data** button.
- 2.) Click the **OK** button in the Export confirmation window that appears. (Or click the **Cancel** button if you would not like to export the current summary data; this will close the export confirmation window and return you to the School Data screen.)
- 3.) The "select location" window will pop up. Select the location where you would like to download the exported file and click the **Save** button:

Select location for download

Save in: [Export My Data](#)

My Recent Documents
Desktop
My Documents
My Computer
My Network

File name:

Save as type:

[Save](#) [Cancel](#)

Warning: This file may be an executable program or contain malicious content, use caution before saving or opening.

The system will save the file to your chosen location with the default name "benchmark.csv". You can change this name in the "select location" window before you click the **Save** button.

Note: The exported file will include the information that was displayed on the School Data screen when you clicked the Export Data button, and will appear in the same sort order you specified on the School Data screen (or in the default sort order, if you did not specify another sort order).

Print School Summary Data

You can print the summary data as it appears on the screen by clicking on the **Print** button:

SCHOOL DATA **REPORTS**

Teacher/Class Data Set text level goals for your district by clicking on "Text Level Goals". Sort the data by school year, grade, and assessment period. You can then further sort the data by clicking on "More Sort Options". Click "Export Data" to export the data for your district.

DISTRICT: NORTH CANTON CITY SCHOOL DIST School Year: 2008 - 2009 Grade: 3 Date Range: 8/20-9/30 ☒ Instructional ☐ Independent **Text Level Goals ?**

Sort data by: ☒ School ☐ Teacher **More Sort Options...** Display data as: ☐ # of Students ☒ % of Students

Sullivan, Edward

Female

Race	Below	On Level	Above
Black	0	0	1
Multiracial	0	1	0
White	2	4	1

Male

Race	Below	On Level	Above
Asian/Pacific	0	1	0
Black	1	0	1
Hispanic	0	1	0
Multiracial	1	0	0

Gonzalez, Pedro

Female

Race	Below	On Level	Above
Asian/Pacific	0	1	0
Black	0	0	1
Hispanic	0	1	0
White	1	2	2

Male

Race	Below	On Level	Above
Black	0	0	1
Hispanic	1	0	0
Multiracial	1	0	1

Green, Martin

Female

Race	Below	On Level	Above
Black	0	1	0
White	1	3	2

Male

Race	Below	On Level	Above
Black	1	0	0
Hispanic	0	0	1
Multiracial	0	0	1
White	1	1	2

Restore Default View **Export Data** **Print**

Copyright© 2009 Heinemann. All rights reserved. | [Terms of Use](#) | [Privacy Policy](#)

Click on the **Print** button.

Select your printer from the "Print" window that pops up, and click the **Print** button.

This printout will include the following headers:

Benchmark Assessment Online Data Management System
Summary Report

The printed summary report will include only the information that is shown in the School Data view online, exactly as it was sorted in that view(or in the default sort order, if you did not specify another sort order).

In the example above, a District-Level Administrator has sorted the summary data by Teacher, then by Gender, then by Race.

That Administrator's printout will show the same information, as shown below:

Sullivan, Edward

Female			
Race	Below	On Level	Above
Black	0	0	1
Multiracial	0	1	0
White	2	4	1
Male			
Race	Below	On Level	Above
Asian/Pacific Islander	0	1	0
Black	1	0	1
Hispanic	0	1	0
Multiracial	1	0	0
White	0	2	1
unselected	1	0	0

Gonzalez, Pedro

Female			
Race	Below	On Level	Above
Asian/Pacific Islander	0	1	0
Black	0	0	1
Hispanic	0	1	0
White	1	2	2
Male			
Race	Below	On Level	Above
Black	0	0	1
Hispanic	1	0	0
Multiracial	1	0	1
White	1	2	1

Green, Martin

Female			
Race	Below	On Level	Above
Black	0	1	0
White	1	3	2
Male			
Race	Below	On Level	Above
Black	1	0	0
Hispanic	0	0	1
Multiracial	0	0	1
White	1	1	2

Yang, Clarissa

Female			
Race	Below	On Level	Above
Asian/Pacific Islander	1	1	0
Black	0	0	1
Native American/Alaskan		1	00
White	1	2	1
Male			
Race	Below	On Level	Above

Reports

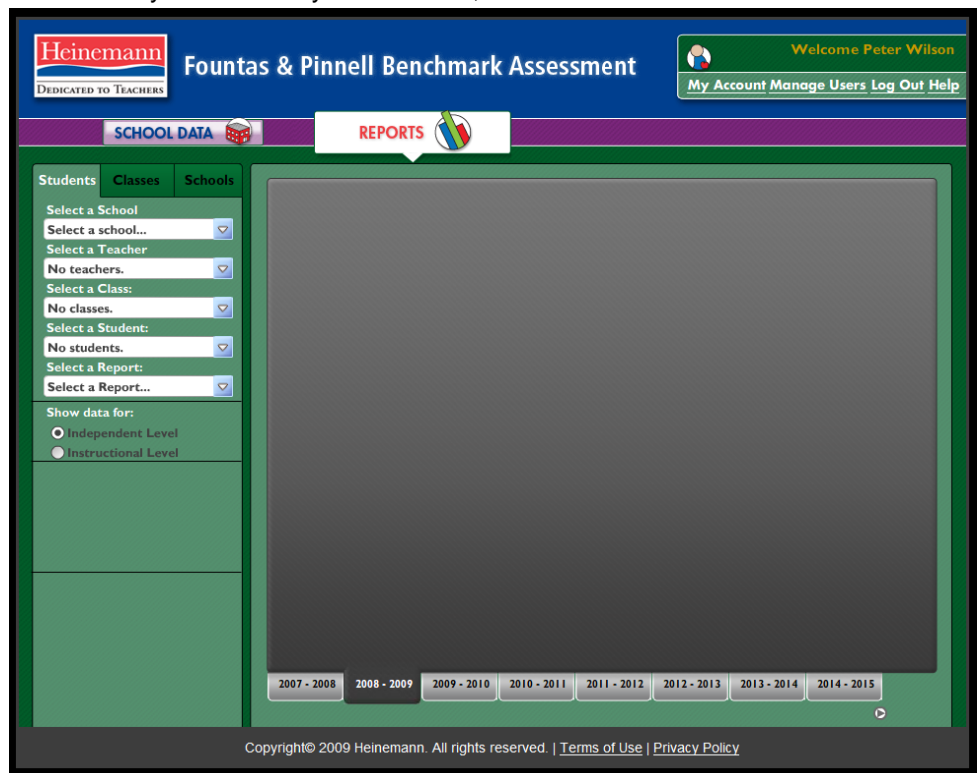
Overview

Generate student, class, and school summary reports in either graph or table format to analyze assessment data, identify patterns, and track progress over time. Reports include Student and Class Reading Assessment Levels, Student and Class Reading Comprehension, and Class Profile and School Profile reports indicating the distribution of students at different benchmark independent or instructional levels at any given point in time. You can generate reports for students within a class, in one school, or across schools.

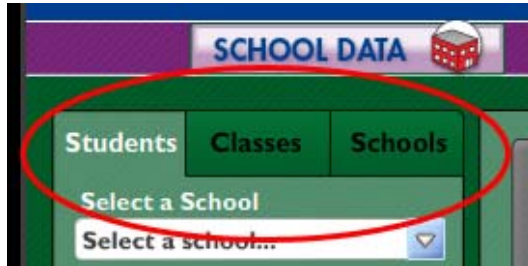
Access the Reports area by clicking on the **Reports** tab at the top of the screen:



The screen you will initially see is blank, as shown below:



The Reports screen defaults to the Students report choices, so the Students tab will appear “forward”:



To see Class reports, click on the **Classes** tab (located next to the Students tab) to bring the Class report choices forward.

To see the School report, click on the **Schools** tab (located next to the Classes tab) to bring the School report choices forward.

All student, class, and school reports offer you the choice of viewing **Instructional** or **Independent** Level data:

A screenshot of a green box with the text 'Show data for:'. Below this text are two radio buttons. The first radio button is unselected and is followed by the text 'Independent Level'. The second radio button is selected (indicated by a black dot in the center) and is followed by the text 'Instructional Level'.

Student Report –
Assessment Levels

Below is an example of the same Student Assessment Levels report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.
Select a Teacher
Sullivan, Edward
Select a Class:
Mr. Sullivan's Class
Select a Student:
Burns, Judith
Select a Report:
Assessment Levels
Show data for:
☐ Independent Level
☐ Instructional Level
Show data between:
9/1/2008
and:
6/30/2009

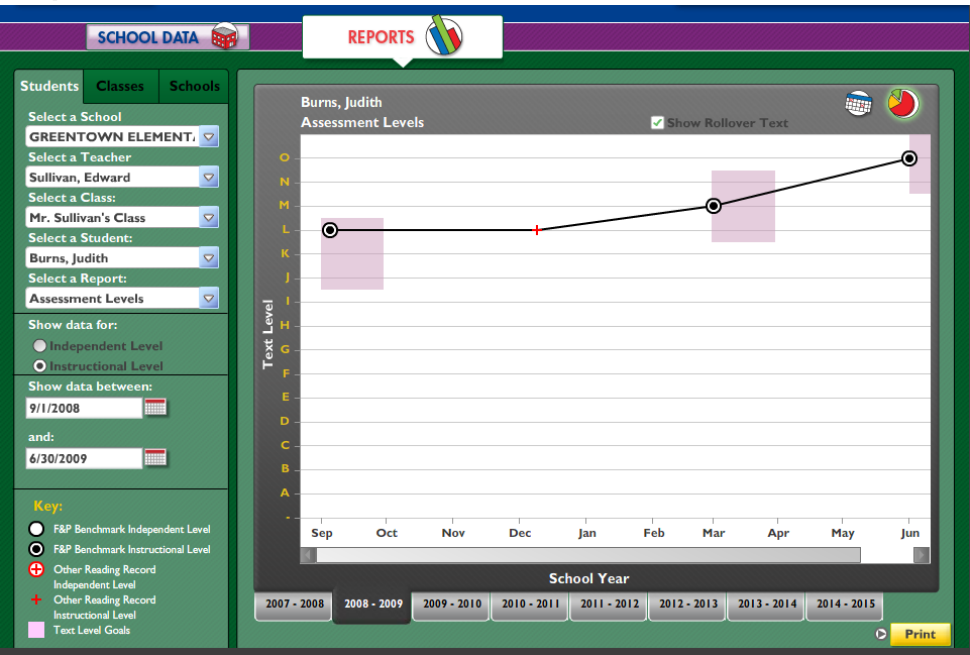
Burns, Judith
Assessment Levels

Date Administ	Book Title	Genre	Text Level	Accuracy	Fluency	Total Comprehension
09/05/2008	Hang On, Baby	NF	L	96%	2	7/10 (S)
12/10/2008	The Toy Maker	NF	L	97%	N/A	(S)
03/02/2009	Saving Up	F	M	95%	2	7/10 (S)
06/01/2009	The New Girl	F	O	95%	2	7/10 (S)

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Student Assessment Levels report, confirm that the Students tab is forward.

Steps to view

1.) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



2.) Select the appropriate school from the “**Select a School**” dropdown list.
(District-Level Administrator only)

3.) Select the appropriate teacher from the “**Select a Teacher**” dropdown list.

4.) Select the appropriate class from the “**Select a Class**” dropdown list.

5.) Select the student for whom you would like to view the report from the “**Select a Student**” dropdown list.

6.) Select the report option “Assessment Levels” from the “**Select a Report**” dropdown list.

7.) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.

8.) Confirm that you are viewing data within your expected date range in the “**Show data between**” area. The dates default to the school year.

9.) Click on either the Table icon or the Graph icon to view the report type of your choice:

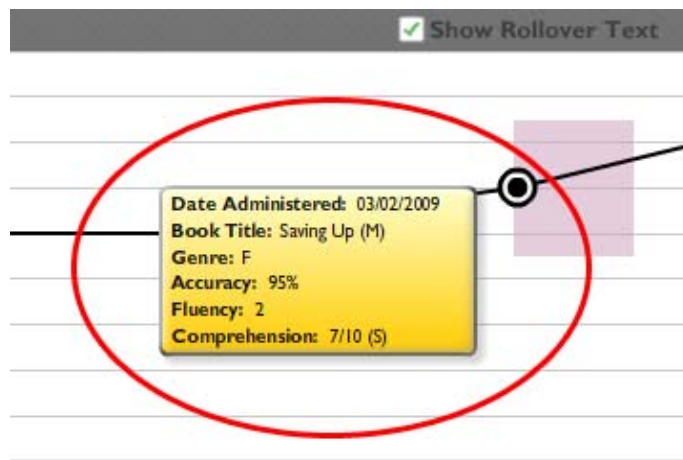


The graph report comes with a key to easily interpret the information displayed on the graph:



The points on the graph also have dynamic rollover states, so if you roll the cursor over a point on the graph, the following data will appear:

- Date Administered
- Book Title and Text Level
- Genre
- Accuracy score
- Fluency score
- Comprehension score



Student Report – Comprehension

Below is an example of the same Student Comprehension report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.
Select a Teacher
Sullivan, Edward
Select a Class:
Mr. Sullivan's Class
Select a Student:
Burns, Judith
Select a Report:
Comprehension
Show data for:
☐ Independent Level
☒ Instructional Level
Show data between:
9/1/2008
and:
6/30/2009

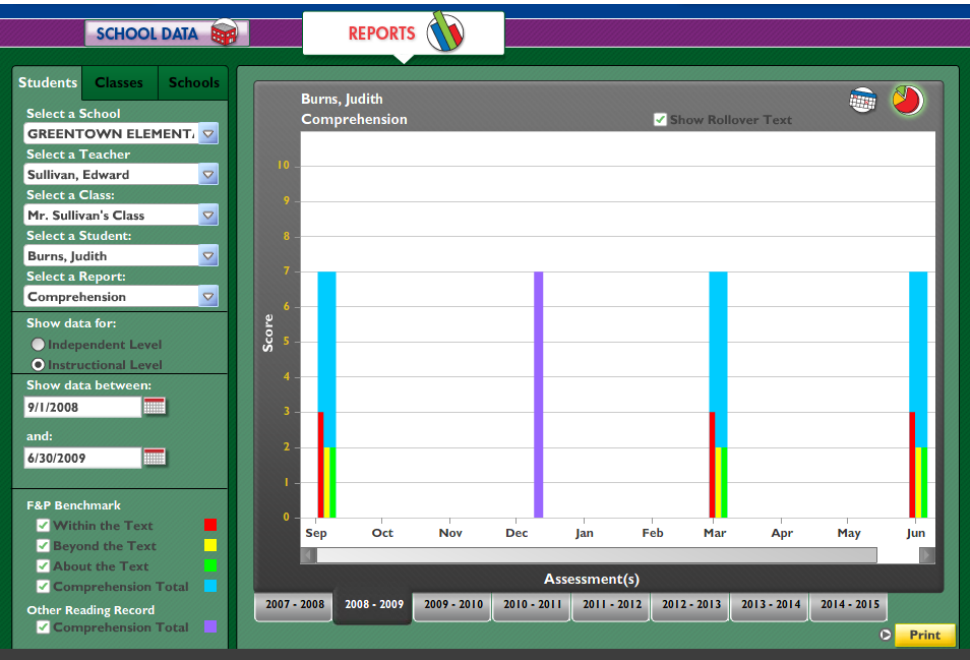
Burns, Judith
Comprehension

Date Adminis	Book Title	Genre	Text Level	Within the Text	Beyond the Text	About the Text	Addition Underst	Total Comprehension
09/05/2008	Hang On, Ba.	NF	L	3	2	2	0	7/10
03/02/2009	Saving Up	F	M	3	2	2	0	7/10
06/01/2009	The New Gir.	F	O	3	2	2	0	7/10

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Student Comprehension report, confirm that the Students tab is forward.

Steps to view

1.) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



2.) Select the appropriate school from the “**Select a School**” dropdown list.
(District-Level Administrator only)

3.) Select the appropriate teacher from the “**Select a Teacher**” dropdown list.

4.) Select the appropriate class from the “**Select a Class**” dropdown list.

5.) Select the student for whom you would like to view the report from the “**Select a Student**” dropdown list.

6.) Select the report option “Comprehension” from the “**Select a Report**” dropdown list.

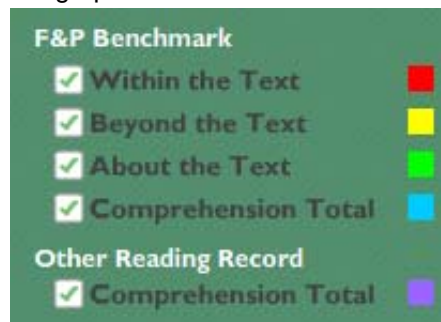
7.) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.

8.) Confirm that you are viewing data within your expected date range in the “**Show data between**” area. The dates default to the school year.

9.) Click on either the Table icon or the Graph icon to view the report type of your choice:

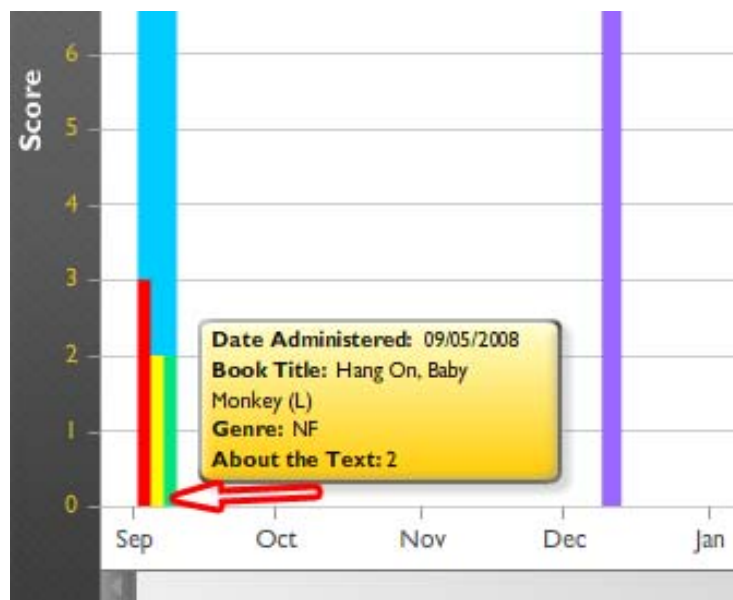


The graph report comes with a key to easily interpret the information displayed on the graph:



The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

- Date Administered
- Book Title and Text Level
- Genre
- Comprehension score



Class Report –
Assessment Levels

Below is an example of the same Class Assessment Levels report in a log format, in a table format, and in a graph format:

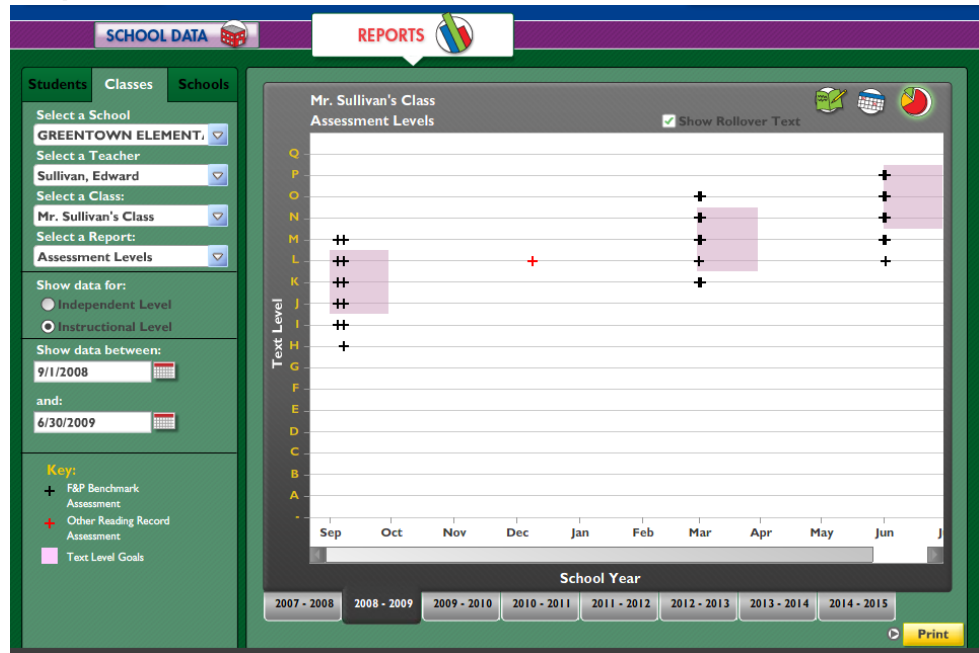
Log

Name	09/05/2008	09/08/2008	12/10/2008	03/03/2009	03/03/2009	06/01/2009	06/02/2009
Miller, Christine	M			O	P		
Cormier, Madison	L			N	P		
Donahue, Jean	K			N	O		
Groban, Jennifer	L			N	P		
Jones, Marie	J			L	N		
Lee, Susan	M			O	P		
Light, Ryan	I			K	N		
Milan, Erika	I			K	M		
O'Brien, Tara	M			O	P		
Burns, Judith	L		L	M	O		
Oliveria, Gary		K			M	O	
Palmer, Matthew		M			N	P	
Smith, John		K			N	P	

Table

Date Administered	Student Name	Book Title	Genre	Text Level
09/05/2008	Miller, Christine	City Hawks	NF	M
09/05/2008	Cormier, Madison	Ernie Learns	F	L
09/05/2008	Donahue, Jean	Edwin's Haircut	F	K
09/05/2008	Groban, Jennifer	Hang On, Baby Monkey	NF	L
09/05/2008	Jones, Marie	Our New Neighbors	F	J
09/05/2008	Lee, Susan	City Hawks	NF	M
09/05/2008	Light, Ryan	All About Koalas	NF	I
09/05/2008	Milan, Erika	The Best Cat	F	I
09/05/2008	O'Brien, Tara	City Hawks	NF	M
09/05/2008	Burns, Judith	Hang On, Baby Monkey	NF	L
09/08/2008	Oliveria, Gary	Edwin's Haircut	F	K
09/08/2008	Palmer, Matthew	Saving Up	F	M
09/08/2008	Smith, John	Surprising Animal Sen...	NF	K

Graph



To view a Class Assessment Levels report, confirm that the Classes tab is forward.

Steps to view

1.) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



2.) Select the appropriate school from the “**Select a School**” dropdown list.
(District-Level Administrator only)

3.) Select the appropriate teacher from the “**Select a Teacher**” dropdown list.

4.) Select the appropriate class from the “**Select a Class**” dropdown list.

5.) Select the report option “Assessment Levels” from the “**Select a Report**” dropdown list.

6.) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.

7.) Confirm that you are viewing data within your expected date range in the “**Show data between**” area. The dates default to the school year.

8.) Click on the Log icon, the Table icon, or the Graph icon to view the report type of your choice:



The graph report comes with a key to easily interpret the information displayed on the graph:



The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

Date Administered
Student Name
Book Title
Genre

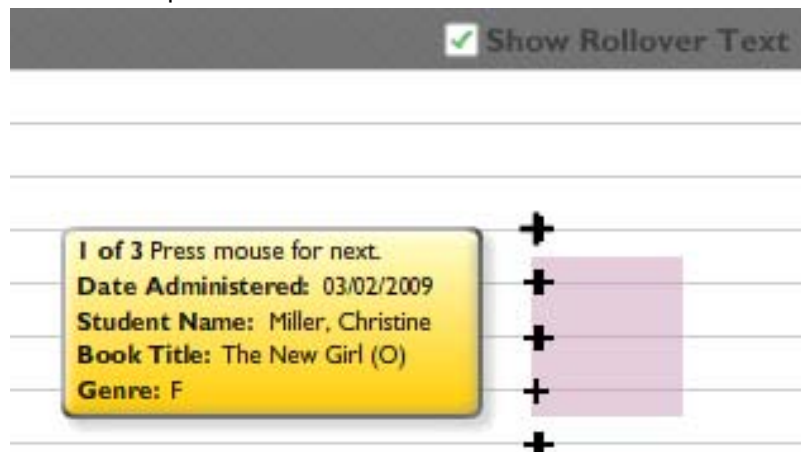
If more than one data point appears in approximately the same area, the rollover text will start with the header:

"[#] of [#] Press mouse for next."

The data for one user will appear under that header.

Click the mouse on the data point to cycle to the next student's rollover data. The data will continue to cycle as you click, allowing you to see the text for the remaining students that are covered by that data point.

See an example below:



Class Report – Comprehension

Below is an example of the same Class Comprehension report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.

Select a Teacher
Sullivan, Edward

Select a Class:
Mr. Sullivan's Class

Select a Report:
Comprehension

Show data for:
☐ Independent Level
☒ Instructional Level

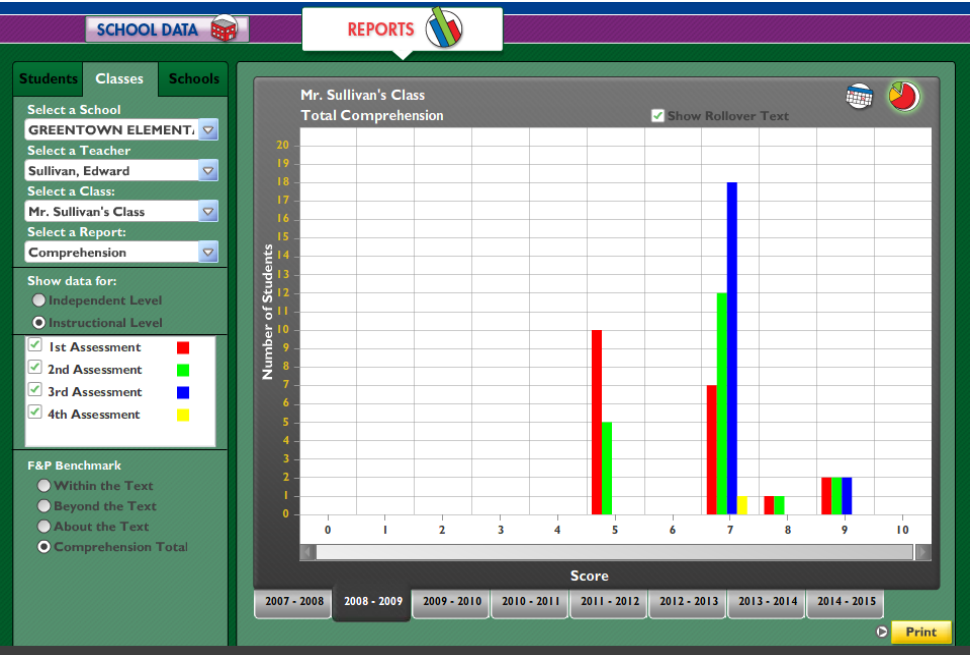
Mr. Sullivan's Class
Comprehension

Date Administered	Student Name	Book Title	Genre	Text Level	Within the Text	Beyond the Text	About the Text	Additional Understan	Total Comprehension
09/05/2008	Miller, Chris	City Hawks	NF	M	3	3	3	0	9/10
09/05/2008	Cormier, M	Ernie Lear...	F	L	3	2	2	0	7/10
09/05/2008	Donahue, L	Edwin's Ha...	F	K	3	2	N/A	0	5/7
09/05/2008	Groban, Je	Hang On, B	NF	L	3	3	2	0	8/10
09/05/2008	Jones, Mar	Our New N	F	J	3	2	N/A	0	5/7
09/05/2008	Lee, Susan	City Hawks	NF	M	3	3	3	0	9/10
09/05/2008	Light, Ryan	All About ...	NF	I	3	2	N/A	0	5/7
09/05/2008	Milan, Erika	The Best C.	F	I	3	2	N/A	0	5/7
09/05/2008	O'Brien, Ta	City Hawks	NF	M	3	2	2	0	7/10
09/05/2008	Burns, Judi	Hang On, B	NF	L	3	2	2	0	7/10
09/08/2008	Oliveria, Ge	Edwin's Ha...	F	K	3	2	N/A	0	5/7
09/08/2008	Palmer, Ma	Saving Up	F	M	3	2	2	0	7/10
09/08/2008	Smith, John	Surprising...	NF	K	3	2	N/A	0	5/7

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Class Comprehension report, confirm that the Classes tab is forward.

Steps to view

1.) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



2.) Select the appropriate school from the “**Select a School**” dropdown list.
(District-Level Administrator only)

3.) Select the appropriate teacher from the “**Select a Teacher**” dropdown list.

4.) Select the appropriate class from the “**Select a Class**” dropdown list.

5.) Select the report option “Comprehension” from the “**Select a Report**” dropdown list.

6.) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.

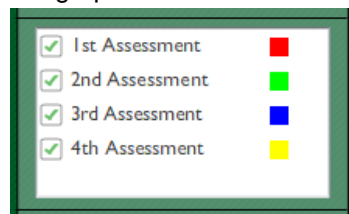
7.) Click on either the Table icon or the Graph icon to view the report type of your choice:



8.) Choose the **assessments** that you would like to view in the graph by clicking on the check boxes next to each assessment. You can also click on the check box again to remove the checkmark; this will also remove that data from the graph you are viewing.

Note: “1st Assessment” refers to the first assessment given to the student at which they had the level of Independent or Instructional. The graph will show either Independent Level or Instructional Level data, depending on which Level radio button you chose in step 6 above.

The graph report comes with a key to easily interpret the information displayed on the graph:



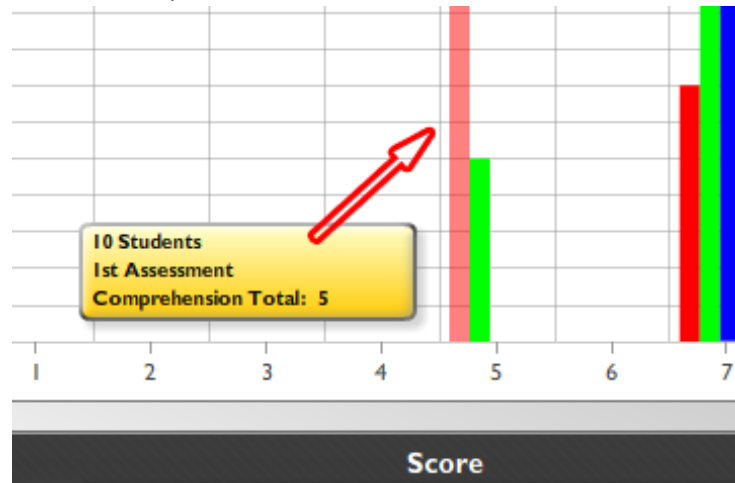
9.) Choose the type of Comprehension score you would like to view by choosing one of the radio button options below the “F&P Benchmark” header. The type defaults to Comprehension Total. The options include:

- Within the Text
- Beyond the Text
- About the Text
- Comprehension Total

The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

- Number of students
- Number Assessment
- Comprehension Total

See an example below:



Class Report – Class Profile

Below is an example of the same Class Profile report in a table format and in a graph format:

Table

SCHOOL DATA

REPORTS

StudentsClassesSchools

Select a School
GREENTOWN ELEMENT.

Select a Teacher
Sullivan, Edward

Select a Class:
Mr. Sullivan's Class

Select a Report:
Class Profile

Show data for:
☐ Independent Level
☒ Instructional Level

☒ 1st Assessment
☒ 2nd Assessment
☒ 3rd Assessment
☒ 4th Assessment

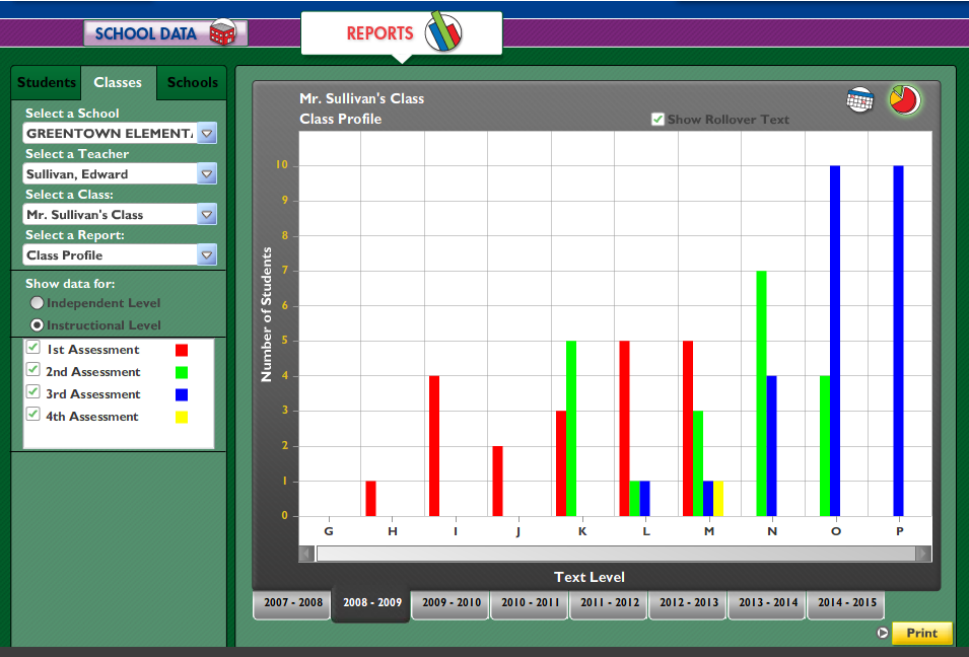
Mr. Sullivan's Class
Class Profile

Assessment	Text Level	Number of Students
1st Assessment	H	1
1st Assessment	I	4
1st Assessment	J	2
1st Assessment	K	3
1st Assessment	L	5
1st Assessment	M	5
2nd Assessment	K	5
2nd Assessment	L	1
2nd Assessment	M	3
2nd Assessment	N	7
2nd Assessment	O	4
3rd Assessment	L	1
3rd Assessment	M	1

2007 - 20082008 - 20092009 - 20102010 - 20112011 - 20122012 - 20132013 - 20142014 - 2015

Print

Graph



To view a Class Profile report, confirm that the Classes tab is forward.

Steps to view

1.) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



2.) Select the appropriate school from the “**Select a School**” dropdown list.
(District-Level Administrator only)

3.) Select the appropriate teacher from the “**Select a Teacher**” dropdown list.

4.) Select the appropriate class from the “**Select a Class**” dropdown list.

5.) Select the report option “Class Profile” from the “**Select a Report**” dropdown list.

6.) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” area.

7.) Click on either the Table icon or the Graph icon to view the report type of your choice:

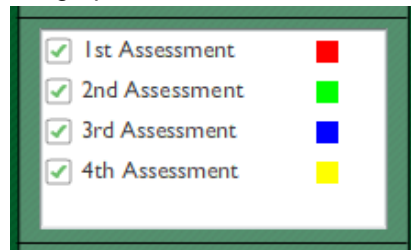


For the Graph report:

8.) Choose the **assessments** that you would like to view in the graph by clicking on the check boxes next to each assessment. You can also click on the check box again to remove the checkmark; this will also remove that data from the graph you are viewing.

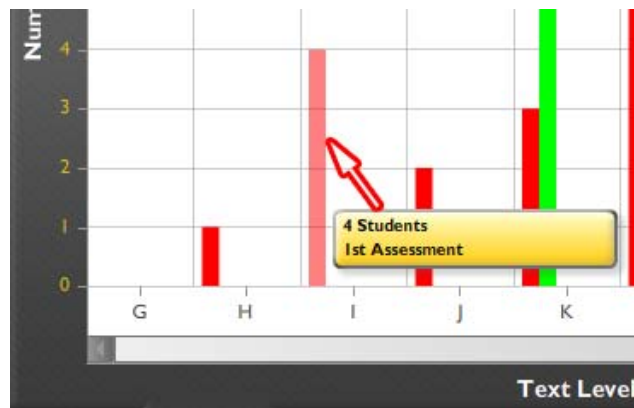
Note: “1st Assessment” refers to the first assessment given to the student at which they had the level of Independent or Instructional. The graph will show either Independent Level or Instructional Level data, depending on which Level radio button you chose in step 6 above.

The graph report comes with a key to easily interpret the information displayed on the graph:



The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

Number of students
Number Assessment



For the Table report:

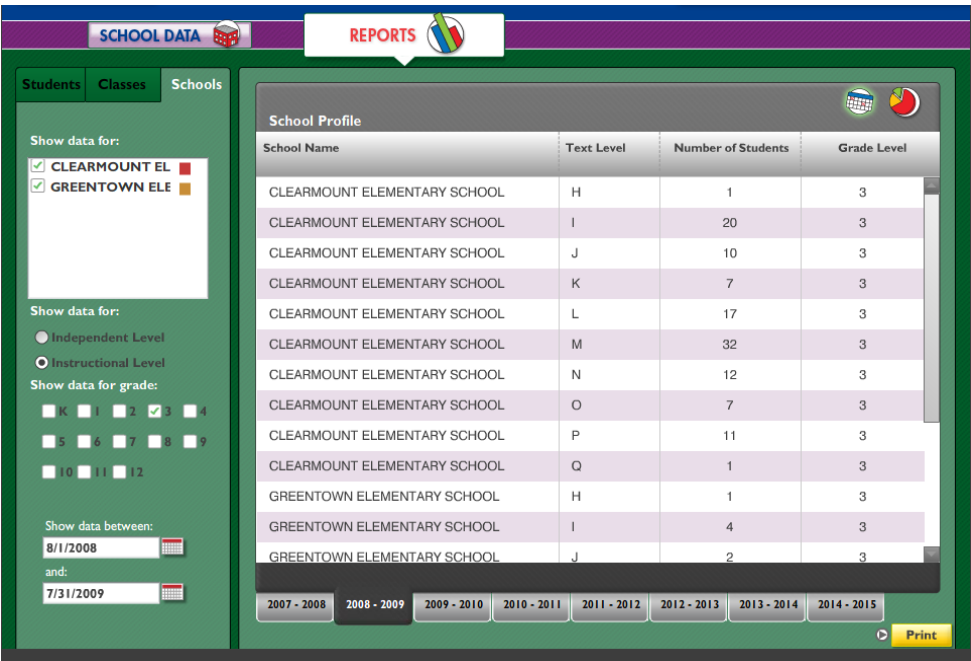
Check boxes appear next to the assessment numbers to the left of the table report. You can uncheck a check box to remove that assessment's data from the table report you are viewing, or check it off again to add that assessment's data back into the table report:

<input checked="" type="checkbox"/>	1st Assessment
<input checked="" type="checkbox"/>	2nd Assessment
<input checked="" type="checkbox"/>	3rd Assessment
<input type="checkbox"/>	4th Assessment

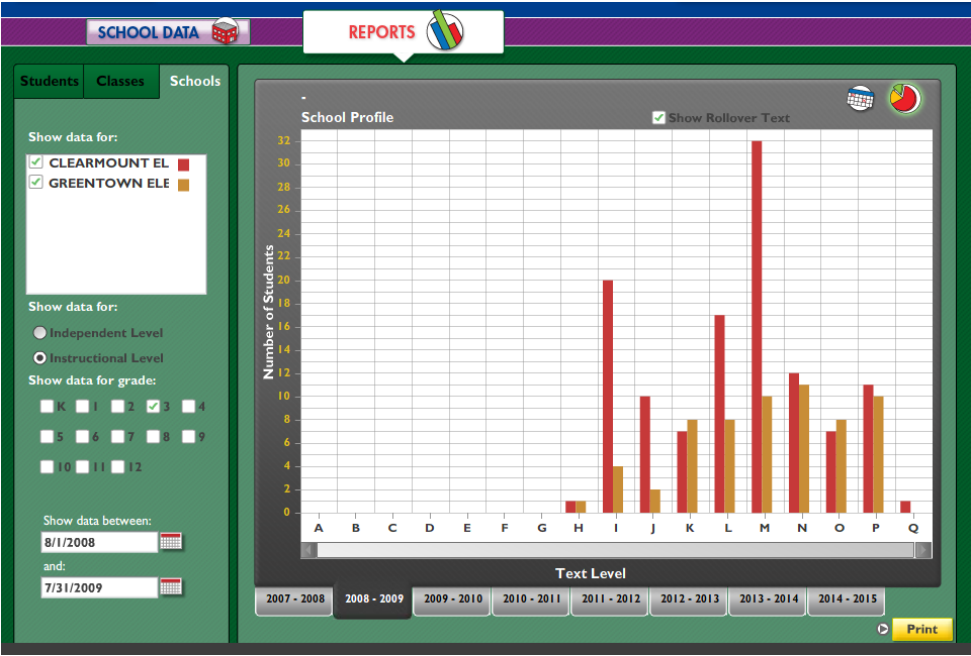
School Report

Below is an example of the same School report in a table format and in a graph format:

Table



Graph



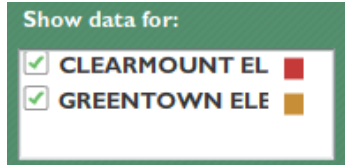
To view a School report, confirm that the Schools tab is forward.

Steps to view

1.) Choose the appropriate **School Year** from the school year tabs at the bottom of the reports area:



2.) Select the school(s) for which you would like to view data in the first “**Show data for**” school area, as seen below:

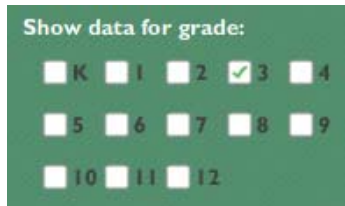


Check boxes appear next to the available schools. You can click on a check box to remove the checkmark; this will remove that school's data from the report you are viewing. You can click on the check box again to replace the checkmark; this will add that school's data back into the report.

(Only District-Level Administrators will see more than one school.)

3.) Confirm that you are viewing the expected Level (Instructional or Independent) in the “**Show data for**” reading level area.

4.) Select the grade(s) for which you would like to view data in the “Show data for grade” check box area.



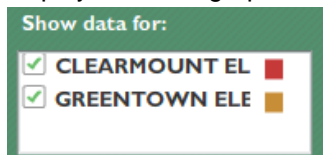
Check boxes appear next to all of the grade options, whether or not data exists for all grade options. You can click on a check box to add that grade's data into the report you are viewing, or you can uncheck a check box to remove that grade's data from the report by clicking on it again. You can check boxes for as many grades as you would like.

5.) Confirm that you are viewing data within your expected date range in the “**Show data between**” area. The dates default to the school year.

6.) Click on either the Table icon or the Graph icon to view the report type of your choice:

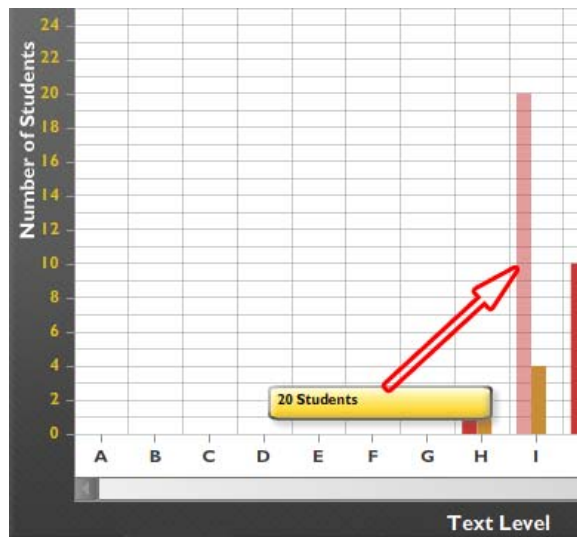


The graph report comes with a color key to easily interpret the information displayed on the graph:



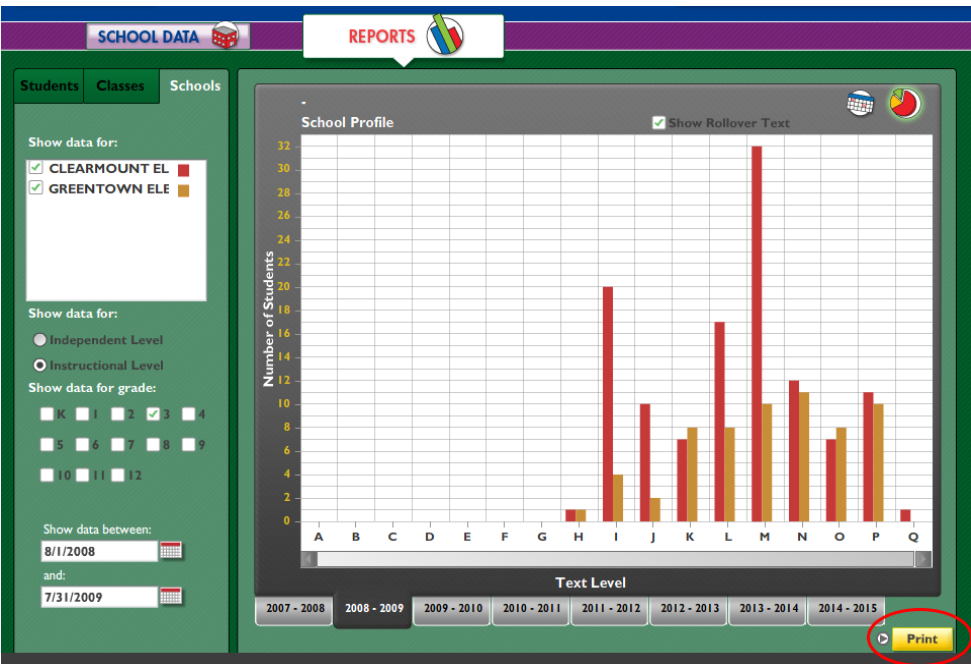
The bars on the graph also have dynamic rollover states, so if you roll the cursor over a bar, the following data will appear:

Number of students



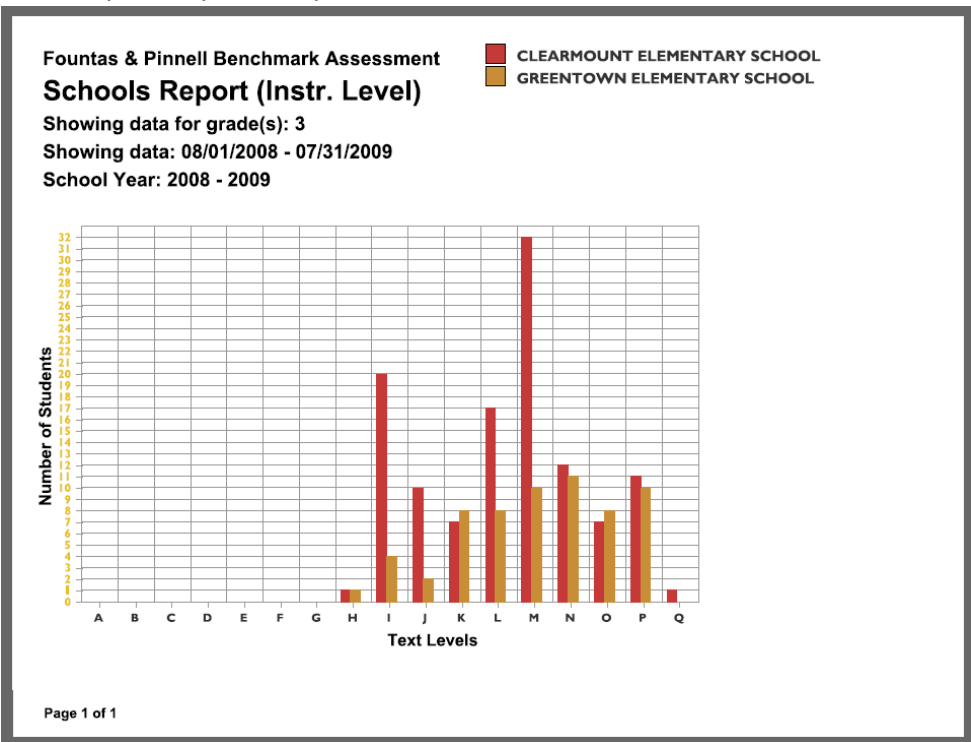
Print Reports

All reports can be printed in full color. While you are viewing the report you would like to print, click on the **Print** button located in the lower right corner of the report view:



- 1.) Click the **Print** button.
- 2.) Select your printer from the "Print" window that pops up, and click the **Print** button.

An example of a printed report is below:



The Reports printout will include all of the information that is shown in the report view online.

This printout will include the relevant combination of the headers:

- Fountas & Pinnell Benchmark Assessment
- Report Name
- Student Name
- Class Name
- Teacher Name
- School Name
- Instructional or Independent Level
- Dates
- School Year
- Report Key/Legend

The Reports printout will be in the same format (log, table, or graph) that you are viewing when you click the Print button.

Built by:

